



Enlisted Service Records



Privacy Act Of 1974

- Conditions of disclosure
- No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record would be--



Privacy Act

- To those officers and employees of the agency which maintains the record who have a need for the record in the performance of their duties



Field Service Record (NAVPERS 1070/600)

- Entries are made on the pages as soon as possible after an event occurs.
- Administration and maintenance of the field service record rest with C.O./O.I.C. of the service record holder
 - Entries are made only by personnel authorized by the C.O. and access should be controlled



Microfiche

- Maintained by Navy Personnel Command (NPC)
 - Documents are normally filmed upon reenlistment, discharge acceptance of a commission, retirement, or death

Record is updated when NPC receives copies of documents citing pertinent career events



Performance Summary Record (PSR)

- Provides a summary of each fitness or evaluation report and other career data
 - It replaces the Officer Summary Record (OSR) and the Enlisted Summary Record (ESR)
- Personal Information
- Career History
- Performance information



EMPRS

- Defense Personnel Records Imaging System-Electronic Military Personnel Records System (DPRIS-EMPRS)



EMPRS

- **Contact Information:**

DPRIS-EMPRS Program Management
Office
5720 Integrity Drive
Millington, TN 38054

Tel: 901-874-3305
FAX: 901-874-2763



Pages of Enlisted Service Record

Right
Side

**Enlistment/Reenlistment
Document-Armed Forces of the**

OR

**Immediate Reenlistment
Contract (NAVPERS 1070/601)**

*** Member who immediately reenlists in the Navy or Naval Reserve within 24 hours of the expiration of previous agreement at the same activity**

Page 1

Back Cover



Pages of Enlisted Service Record

Right
Side



Enlistment/Reenlistment Document-Armed Forces of the United States (DD Form 4)

*** Basic document which
establishes a legal relationship
between the government and
member**

Page 1

Back Cover



Pages of Enlisted Service Record

Right
Side

Agreement to Extend Enlistment (NAVPERS 1070/621)

***Executed date: when signed
by the member**

***Operative date: when put in
effect**

Unconditional

Conditional
Page 1a

Page 1
1070/601)

(DD Form 4) or (NAVPERS



Pages of Enlisted Service Record

Right
Side

**Dependency Application/Record
of Emergency Data (NAVPERS
1070/602)**

***Emergency data - NOK**

***Unpaid pay and allowances**

***Update when changes occur in
dependency**

**SGLI
(8286)**

Page 2

**Page 1a or 1b
1070/621 or 622)
(NAVPERS 1070/601)**

(NAVPERS



SGLV/8286A

- ALL MARRIED SERVICEMEMBERS WILL AUTOMATICALLY HAVE A FAMILY SGLI PREMIUMS DEDUCTED FROM THEIR PAY UNLESS A FAMILY SGLI ELECTION FORM (SGLI 8286S) IS FILED. THE AMOUNT OF THE FAMILY SGLI PREMIUMS DEDUCTED FOR SERVICEMEMBER SPOUSAL COVERAGE WILL EITHER BE THE MAXIMUM COVERAGE LEVEL, \$100,000 OR THE AMOUNT OF THE SERVICEMEMBER'S SGLI COVERAGE,WHICHEVER AMOUNT IS LESS.
- ALNAVRESFOR 027/01



Pages of Enlisted Service Record

Right
Side



Retain in service record on the right side unless member is re-tested on the ASVAB, discharged, transferred to the Fleet Reserve or retires (NAVPERS 1070/603)

(NAVPERS 1070/602)

1070/621 or 622)

(NAVPERS 1070/601)



Pages of Enlisted Service Record

Right
Side

Enlisted Qualification History (NAVPERS 1070/604)

***Chronological record of members service**

***Schools, PARS, Courses, ASVAB, NEC, PQS**

***Awards/Decorations**

Page 4

Page 3
(NAVPERS 1070/603)

(NAVPERS 1070/602)

1070/621 or 622)

(NAVPERS 1070/601)



Pages of Enlisted Service Record

Right
Side

History of Assignments (NAVPERS 1070/605)

***Duty assignments, sea/shore commencement**

***Annual Training, UIC/RUIC**

Page 5

Page 4

(NAVPERS 1070/604)

(NAVPERS 1070/603)

(NAVPERS 1070/602)

1070/621 or 622)

(NAVPERS 1070/601)



Pages of Enlisted Service Record

Right
Side

Record of Unauthorized Absence (NAVPERS 1070/606)

- * UA in excess of 24 hours
- * Time lost to sickness due to misconduct
- * Lost time due to civilian confinement

Page 6
1070/606)

(NAVPERS

(NAVPERS 1070/605)

(NAVPERS 1070/603)

(NAVPERS 1070/602)

1070/621 or 622)

(NAVPERS 1070/601)



Pages of Enlisted Service Record

Right
Side

Court Memorandum (NAVPERS 1070/607)

- * Court Martial action with guilty finding

- * NJP when pay is affected

- * Remove a mark of desertion

Page 7

1070/607)

(NAVPERS

(NAVPERS 1070/606)

Page 5

(NAVPERS 1070/605)

(NAVPERS 1070/603)

(NAVPERS 1070/602)

1070/621 or 622)

(NAVPERS 1070/601)



Pages of Enlisted Service Record

Right
Side

Discontinued

Page 9
(NAVPERS 1070/609)

(NAVPERS 1070/607)

(NAVPERS 1070/606)

(NAVPERS 1070/605)

(NAVPERS 1070/603)

(NAVPERS 1070/602)

1070/621 or 622)

(NAVPERS 1070/601)



Pages of Enlisted Service Record

Right
Side



Administrative Remarks (NAVPERS 1070/613)

***Provides a place for entries not provided elsewhere**

*** UA less than 24 hours**

***Used for good and bad reasons
(NAVPERS 1070/613)**

(NAVPERS 1070/609)

(NAVPERS 1070/607)

(NAVPERS 1070/606)

(NAVPERS 1070/605)

(NAVPERS 1070/603)

(NAVPERS 1070/602)

1070/621 or 622)

1070/601)



Pages of Enlisted Service Record

**Certificate of Personal Security
Investigation Clearance and
Access (OPNAV 5520/20)**

Left
Side



Career Performance Data Separator

Front Cover

1-3-22



Pages of Enlisted Service Record

Left
Side



**Current Inactive Duty Training
(IDT) Orders to a reserve unit**

Career Performance Data Separator

Front Cover

1-3-23



Pages of Enlisted Service Record

Left
Side



**Montgomery GI Bill-SR
Statement of Understanding
(Page 13)**

Career Performance Data Separator

Front Cover

1-3-24



Pages of Enlisted Service Record

Left
Side



**Selected Reserve Educational
Assistance Program (GI Bill),
Notice of Basic Eligibility (DD**

2384/DD 2384-1)



Pages of Enlisted Service Record

Left
Side



**Career Performance Data
Separator**

(NAVPERS 1070/617)

1-3-26



Pages of Enlisted Service Record

Left
Side



**Copies of personal/unit
awards, citations, and Letters
of
Commendation/Appreciation**

1-3-27



Pages of Enlisted Service Record

Left
Side



**Copies of Evaluation/Fitness
Report Records (NAVPERS
1616/26 & 1610/2)**

1-3-28



Pages of Enlisted Service Record

Left
Side



**Record of discharge from the
Naval Reserve (NAVPERS
1070/615) or Certification of
Release or Discharge from
Active Duty (DD-214)**

Front Cover

1-3-29



Pages of Enlisted Service Record

Left
Side



**Copies of prior History of
Assignments and Enlisted
Qualification History Pages**



REVIEW & SUMMARY

ANY QUESTIONS?